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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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Comptroller

Internal Audit Section

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July 15, 2004

Ms. Melba Moore, Commissioner of Health
634 N. Grand 9th Floor
St. Louis, MO 63103-1002

RE: Follow-Up Review of Department of Health and Hospitals Grants Management
Process Follow-Up (Project #2003-F19)

Dear Ms. Moore:

We have conducted a limited follow-up review on the Department of Health and Hospitals (DOHH) Grants Management Follow-Up Review (Project # 2003-F19) issued May 14, 2003. This follow-up review was made under authorization contained in Article XV, Section 2 of the Charter, City of St. Louis, as revised and conducted in accordance with the International Standards for the Professional Practice of Internal Auditing. A limited follow-up review does not necessarily involve detailed testing or verification, but instead relies on communication with department management and staff, as well as limited observations. The purpose of this follow-up review is to determine the status of the observations made in the report issued May 14, 2003 as of May 31, 2004.

We determined that the following observation has been **partially resolved**:

- Opportunity to Implement a Uniform Grants Management System (Observation #4)

Per DOHH management, a uniform Grants Management Software System will not be purchased. Instead, the department is in the process of developing a system for Program Managers to monitor the required financial and non-financial reports that must be submitted by Program Managers to the respective funding agencies. Once the system is developed, an in-service training on the grants process will be provided to all parties involved. In addition, some staff members have received training for grants administrator and grant writing through the Missouri Department of Health.

We determined that the following observation is **unresolved**:

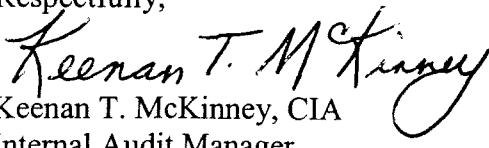
- Matching Amount for Americorp Health Insurance was Not Fully Billed (Observation #6)

According to DOHH management, due to turnover within DOHH's Fiscal Section and other DOHH personnel that were involved with the Clearcorp [Americorp] grant, DOHH was unable to locate the documentation for the Clearcorp

[Americorp] grant. DOHH believes they have exhausted all avenues to locate the documentation. As a result the Internal Audit Section could not determine if DOHH billed and recovered from Clearcorp (Americorp) expenditures incurred by the City in the amount of \$1,482.57. **The Internal Audit Section will not follow up on this issue any longer.**

If you have any questions, please contact me at 589-6125.

Respectfully,


Keenan T. McKinney, CIA
Internal Audit Manager

cc: Honorable Darlene Green, Comptroller
Rita Kirkland, Director of Operations – Mayor's Office
Marie Jeffries, Executive Assistant, Budget Division
Andre Coffey, Fiscal Manager – Department of Health